

## Position Description

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|------------------------|--|
| <b>Position title:</b> | Associate/ Genetic Counsellor  |
| <b>Department:</b>     | Clinical Genetic Services  |
| <b>Classification:</b> | Grade 2 Year 3 – Grade 2 Year 5  |
| <b>Agreement:</b>      | Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) 2021-2025 |
| <b>Reporting to:</b>   | Genetic Services Manager   |

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### About us

Located in Melbourne on the traditional lands of the Wurundjeri people of the Kulin Nation, the Royal Women's Hospital is Australia's first and leading specialist hospital for women and newborns. We offer expertise in maternity services, neonatal care, gynaecology, assisted reproduction, women's health and cancer services. We advocate for women's health in areas that have long been overlooked or stigmatised, including abortion, endometriosis, family violence, female genital mutilation, menopause, women's mental health, sexual assault and substance use in pregnancy.

### Our vision, values and declaration

The Women's vision, values and declaration reflect our promise to our patients and consumers and articulate our culture and commitment to our community and each other.

Our vision is '**Creating healthier futures for women and babies**'. Our values are:



Courage



Passion



Discovery



Respect

The Women's declaration reflects the principles and philosophies fundamental to our hospital, our people and our culture.

- **We are committed to the social model of health**
- **We care for women from all walks of life**
- **We recognise that sex and gender affect health and healthcare**
- **We are a voice for women's health**
- **We seek to achieve health equity**

### Our commitment to inclusion

The Women's is committed to creating and maintaining a diverse and inclusive environment which enhances staff and consumer wellbeing and nurtures a sense of belonging. We strongly encourage anyone identifying as Aboriginal and/or Torres Strait Islander to join us. We offer a range of programs and services to support First Nations employees. We invite people with disability to work with us, and we welcome anyone who identifies as linguistically, culturally and/or gender diverse, people from the LGBTQIA+ community and people of any age.

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## About the department/unit

The Clinical Genetics Service provides genetic counselling, genetic and genomic testing to individuals with, or at risk of, genetic conditions who are referred to The Women's and the Joan Kirner Women's and Children's (Joan Kirner) Hospitals. This includes individuals in the Northwest and Western parts of Victoria

Our aims are:

- To provide a high quality, safe and effective genetic counselling that meets the needs of Victorian women and their families
- To provide an efficacious, innovative and evidence-based model of care
- Undertake clinical research that is relevant to community needs
- To provide a sustainable learning environment for current and future clinical genetic specialists including genetic counsellors and medical geneticists.

Our major areas of focus are:

- Reproductive genetics
- Perinatal genetics
- Assisted reproduction including IVF with PGT-M and PGT-SR
- Education and training of post-graduate students and medical fellows

## Position purpose

The position provides genetic counselling to patients of the Clinical Genetics Service at both the Parkville and the Joan Kirner sites. This role contributes to the overall performance of the Clinical Genetics Service's team and the quality and safety of care provided to those referred to the service.

## Key responsibilities

### Clinical practice

- Provide high-quality genetic counselling services to patients referred to the Clinical Genetics Service (face-to-face or telehealth) including assessment, planning, facilitation of testing, monitoring and follow up.
- Provide high-quality bereavement care for patients of the genetics service undergoing termination of pregnancy.
- Provide prompt assessment and triage of newly referred patients within expected key performance indicators set for the team/role.
- Modify service delivery in line with evidence-based practice where agreed with team/manager.
- Plan and manage your workload to ensure adequate time to meet the objectives of the position, seeking assistance if unsure.
- Prioritize workload in accordance with hospital procedures and guidelines, clinical urgency, and the direct impact on their management.
- Attend the appropriate clinical meetings to assess relevance and results of service provision and learn about the patient experience.
- Manage complaints or behaviours of concern with appropriate responses and use of de-escalation techniques where necessaryCommunicate effectively with patients, family

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members, staff, and departments individually and as part of a team to support high quality patient care

- Ensure that written communication is in line with the Women's communication guidelines
- Develop and maintain effective working relationships with internal and external stakeholders
- Any other duties as required that meet relevant standards and recognised practice

### **Quality, safety and improvement**

- Maintain an understanding of individual and team responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives
- Have a full working knowledge of emergency procedures
- Modify service delivery practices in line with current evidence-based practice
- Actively participate in credentialing and scope of practice processes
- Promote and participate in evaluation and continuous improvement processes
- Review, develop, and implement procedures, guidelines, and frameworks as requested

### **Learning and development**

- Develop professional skills and knowledge through self-directed learning, critically reviewing and remaining abreast of professional literature/seminars/conferences
- Actively participate in credentialing and scope of practice processes
- Complete all mandatory competencies and training, and engage in the performance development review process annually
- Maintain knowledge of evidence-based technological and technical advances in therapeutic methods relevant to Genetic Counselling
- Participate in research activities in relevant areas of practice/interest
- Provide high-quality clinical supervision to under- and post-graduate students on placement with the Clinical Genetics Service in line with our current model

### **Key Performance Indicators (KPI's)**

KPI's are how you will be measured as meeting the responsibilities of the position. These will be set with you as part of your Performance Development Plan within the first six months of your appointment to the position.

### **Key selection criteria**

#### **Experience/qualifications/attributes**

##### **Essential:**

- Relevant postgraduate/qualifying degree in Genetic Counselling
- Part 1 Certification in Genetic Counselling by the Human Genetics Society of Australasia (Board Eligible)
- Eligibility for membership of the Australasian Society of Genetic Counsellors
- Commitment to completion and maintenance of full registration with HGSA, including yearly CPD requirements.
- Broad knowledge and understanding of genetic counselling, including medical, genetic and psychosocial aspects
- Knowledge of ethical issues and confidentiality as they relate to the practice of clinical genetics.
- Demonstrated organisational and problem-solving skills.
- A commitment to a women-centred approach to service provision, and demonstrated performance excellence

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- Well-developed communication and interpersonal skills, with the ability to problem-solve and collaborate at a senior level
- Demonstrated ability to effectively work within a multidisciplinary team, and in a changing organisational environment
- A flexible approach and the ability to balance competing and/or conflicting priorities
- Computer literacy and proficiency
- Embodiment of the Women's values

#### Desirable:

- Ability to work as a sole practitioner and as part of a multidisciplinary team, with appropriate supervision from senior clinicians.
- Competent computer literacy including use standard Microsoft office software.
- An interest in and commitment to women's health and understanding of the impact of social determinants on health and wellbeing.
- Experience in managing small projects including project development, multidisciplinary engagement, and evaluation and reporting

### Organisational relationships

#### Internal relationships

- Director of Allied Health and Clinical Support Services
- Clinical genetics team at Parkville and Joan Kirner sites
- Clinical and administrative staff from other clinical service areas who you interact with to deliver quality care to our patients at both The Women's and Joan Kirner Hospitals
- All RWH clinical and non-clinical staff

#### External relationships

- Patients, visitors and their families/carers
- Other health services and external agencies that engage with our departments
- Staff at other medical facilities
- Universities and specialised training facilities
- Special interest groups and communities of practice

### Inherent requirements

Inherent requirements are the essential tasks and activities that must be carried out in order to perform this role, including with adjustments. The Women's is committed to providing workplace adjustments that support all people to work with us. We welcome you to discuss any adjustments with the manager of this role during the recruitment process or at any time during your employment, as we acknowledge and understand circumstances can change. You can also request a copy of our workplace adjustments procedure for more information.

| Physical Demands   | Frequency          |
|--|--------------------|
| <b>Shift work</b> – rotation of shifts – day, afternoon and night          | Not Applicable     |
| <b>Sitting</b> – remaining in a seated position to complete tasks          | Prolonged/Constant |
| <b>Standing</b> – remaining standing without moving about to perform tasks | Occasional         |
| <b>Walking</b> – floor type even, vinyl, carpet,                           | Occasional         |
| <b>Lean forward / forward flexion from waist</b> to complete tasks         | Rare               |
| <b>Trunk twisting</b> – turning from the waist to complete tasks           | Rare               |
| <b>Kneeling</b> – remaining in a kneeling position to complete tasks       | Rare               |
| <b>Squatting / crouching</b> – adopting these postures to complete tasks   | Rare               |
| <b>Leg / foot movement</b> to operate equipment                            | Not Applicable     |

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|---|----------------------------------|
| <b>Climbing stairs / ladders</b> – ascending and descending stairs, ladders, steps            | Occasional                       |
| <b>Lifting / carrying</b> – light lifting and carrying less than 5 kilos                      | Occasional                       |
| – Moderate lifting and carrying 5–10 kilos  | Rare                             |
| – Heavy lifting and carrying – 10–20 kilos.   | Rare                             |
| <b>Push/Pull of equipment/furniture</b> – light push/pull forces less than 10 kg              | Rare                             |
| – moderate push / pull forces 10–20 kg  | Rare                             |
| – heavy push / pull forces over 20 kg   | Rare                             |
| <b>Reaching</b> – arm fully extended forward or raised above shoulder                         | Occasional                       |
| <b>Head / Neck Postures</b> – holding head in a position other than neutral (facing forward)  | Occasional                       |
| <b>Sequential repetitive actions in short period of time</b>                                  |                                  |
| – Repetitive flexion and extension of hands wrists and arms                                   | Frequent                         |
| – Gripping, holding, twisting, clasping with fingers / hands                                  | Frequent                         |
| <b>Driving</b> – operating any motor-powered vehicle with a valid Victorian driver's license. | Occasional                       |
| <b>Sensory demands</b>  | <b>Frequency</b>                 |
| <b>Sight</b> – use of sight is integral to most tasks completed each shift                    | Prolonged/Constant               |
| <b>Hearing</b> – use of hearing is an integral part of work performance                       | Prolonged/Constant               |
| <b>Touch</b> – use of touch is integral to most tasks completed each shift.                   | Prolonged/Constant               |
| <b>Psychosocial demands</b>   | <b>Frequency</b>                 |
| <b>Observation skills</b> – assessing / reviewing patients in /outpatients                    | Prolonged/Constant               |
| <b>Problem Solving</b> issues associated with clinical and non-clinical care                  | Prolonged/Constant               |
| <b>Attention to Detail</b>  | Prolonged/Constant               |
| <b>Working with distressed people and families</b>  | Prolonged/Constant               |
| <b>Dealing with aggressive and uncooperative people</b>                                       | Occasional                       |
| <b>Dealing with unpredictable behavior</b>  | Occasional                       |
| <b>Exposure to distressing situations</b>   | Frequent                         |
| <b>Definitions used to quantify frequency of tasks / demands as above</b>                     |                                  |
| <b>Prolonged / Constant</b>   | 70–100 % of time in the position |
| <b>Frequent</b>   | 31–69 % of time in the position  |
| <b>Occasional</b>   | 16–30% of time in the position   |
| <b>Rare</b>   | 0–15% of time in the position    |
| <b>Not Applicable</b>   |                                  |

## Employee awareness and responsibilities

- Employees are required to be aware of, and work in accordance with, hospital policies and procedures.
- Employees are required to identify and report incidents, potential for error and near misses, to improve knowledge systems and processes and create a safe environment for staff and patients.
- Employees agree to provide evidence of a valid employment Working with Children Check and provide complete details for the Women's to undertake a Nationally Coordinated Criminal History Check (NCCHC).
- Our vision is a future free from violence and discrimination in which healthy, respectful relationships are the norm. The Women's expects all staff to contribute to a culture that promotes and supports diversity, equity, respect and inclusion.
- The Women's provides pregnancy termination services as part of its public health responsibility to provide safe health care to women.

## Vaccination requirements

As this role has direct physical contact with patients and clinical environments, employees are required to be vaccinated against or demonstrate immunity to influenza, COVID-19, whooping

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cough (pertussis), hepatitis B, chicken pox, MMR (measles, mumps, rubella) and may include hepatitis A, and complete screening for tuberculosis.

Employment with the Women's is conditional upon the provision of satisfactory evidence of vaccination and/or screening, and we may withdraw an offer of employment if the required evidence is not provided at least five business days prior to the intended start date.

### **Declaration**

**By accepting this position description electronically, I confirm I have read, understood and agreed to abide by the responsibilities and accountabilities outlined.**

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**Developed date:** 2<sup>nd</sup> October 2025

**Developed by:** Genetic Services Manager

**Date of next review:** (12 months from now)

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